

HARRISON COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES (Minutes of the Regular Meeting)

Date: October 22, 2018
Place: West Biloxi Library Meeting Room
Presiding Officer: Donald Moore, Chair
Members present: Dave Vincent, Joan Kostmayer, Clare Rhodeman

A quorum was present throughout the meeting.

Others in attendance: Sarah Crisler-Ruskey, Library Director
Tim Murr, Board Attorney
John Heath, Board Accountant
Sharon Davis, Biloxi Head Librarian
Melissa Schwarz, Administrative Assistant (Minutes Taker)

Board Chair Donald Moore called the meeting to order at noon.

The agenda was amended to add additional guests speaking with the board and New Business –Approve Contract for Copy Print Services. Approved.

The Minutes of the September 24, 2018, meeting were approved as written.

The minutes were unanimously approved

PATRON APPEAL – Two banned patrons requested a hearing regarding their banning. The board voted unanimously to uphold the bans.

Ms. O’Malley requested the library carry the Sunday Edition of the New York Times. It was recommended that Ms. O’Malley present her request to the Friends of the Library. It was agreed that any research in grants would be welcomed.

FINANCIAL REPORT - The September 2018 Financial Statements were reviewed by Mr. Heath.

- Cash balance is \$165,494
- All Funding entities have met funding obligations
- Extra was received from State Personnel Grant since there were no cuts to the state funding
- Internal Income continues to be down
- HQ - over in Salaries, Utilities is under, Miscellaneous is over budget due to E-rate Consultant
- Gulfport – under in Salaries, Utilities stayed under budget, Security is over budget
- Biloxi – under budget in Salaries, Library Materials and Utilities
- Biloxi received monies from Biloxi Friends of the Library for the Woolmarket Library
- Pass Christian, D’Iberville and Saucier stayed under budget for the year

DIRECTOR’S REPORT

- Reviewed activities at the In-Service Training day.
- Covered upcoming changes in the logo and mission statement.

- Reviewed activities for upcoming MLA conference.
- Planned trainings for Active Shooter Training and Emergency Procedures.

NEW BUSINESS

- A. Budget – Ms. Crisler-Ruskey presented the FY2019 budget for approval. A request was made to make a withdrawal of monies from Reserve funds to compensate for E-rate matching of Category 2 purchasing.

A motion was unanimously approved to allow withdrawal of funds of up to \$12,000 from the Restoration fund.

A motion was unanimously approved to adopt the budget

- B. The September 2018 Accounts Payable Docket was reviewed:
- a. Check #21771 to Swetman Security, \$1,620.00 for security services
 - b. Check #21777 to Rodabough Education Group, \$3000.00, for E-Rate consultant
 - c. Check #21787 to Oriental Trading, \$526.66 for children’s supplies
 - d. Check #21816 to Demco, \$14,037.80, for furniture
 - e. Check #21840 to Walmart, \$2,997.12, for supplies
 - f. Check #21841 to Walmart, \$1,592.38, for supplies
 - g. Check #21848 to Southern Hospitality Supply, \$2,842.80, for office supplies

The docket was unanimously approved

- C. Director Review – Moved to end of meeting for Executive Session.
- D. Job description updates – Delayed until next meeting.
- E. Incidents – Sarah Crisler-Ruskey presented recent incident reports, and the Board extended bans for two Gulfport patrons for three months, pending additional information from Gulfport staff.
- F. Contract for Copier Printer Services – The library would like to enter into contract with RJ Young for copy and print leasing services. This would provide color printing, maintenance for copiers and printers, and supplies for the system.

A motion was unanimously approved to enter into contract with RJ Young

- G. Ms. Rhodeman’s statement – Ms. Rhodeman announced her retirement from the Board.

Executive Session – The board entered into executive session to discuss patron banning’s and Director’s six-month review.

A motion unanimously approved to up hold bannings
A motion unanimously approved to increase the salary for Ms. Sarah Crisler-Ruskey based on the board’s review, per her hiring contract

REVIEW OF BUSINESS FOR NEXT MEETING

The next meeting was set for 12:00 p.m., November 26, 2018, at the Margaret Sherry Public Library.

Donald Moore, Board Chair